Fines for Overdue Materials

**General Collection:** $.25 per day per item, to a maximum of $7.50 (items presumed lost after 30 days)

**Lost Books:** $35 replacement cost & $15 processing fee.

**Equipment:** Varies by item. See website for details.

Studying in the Library

Library users are expected to adhere to the **Library Code of Conduct**, (online at [www.salisbury.edu/library/information/docs/conductcode.pdf](http://www.salisbury.edu/library/information/docs/conductcode.pdf)).

The second floor of the library is designated as a quiet study area. The first floor (main level) contains tables for group study.

For short conversations, cell phones may be used on the main level only. As a courtesy to others, lengthy conversations should be held in the external lobby.

Children under the age of 14 must be supervised by an adult when in the library.

Other Services

**Interlibrary Loan** - Special Borrowers at the Patron level may use Interlibrary Loan services to obtain books and articles that are not available in Blackwell Library. For more information, contact the Circulation Desk.

**Disability Needs** - Assistance is available for all library users with disabilities. For more information about services and equipment, contact the Circulation Desk or call 410-543-6130.

Other Amenities

**Snack Room** - Snacks, drinks and a microwave oven are available in the Snack/Vending Room of the Library. Food must be eaten in this area only. Drinks with lids may be taken into the main library.

**Public Restrooms** - Public restrooms are located on the second floor only.

Library Hours

<table>
<thead>
<tr>
<th>Fall/Spring Sessions</th>
<th>Winter Session</th>
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</thead>
<tbody>
<tr>
<td>Monday-Thursday 8 a.m.-2 a.m.</td>
<td>Monday-Thursday 8 a.m.-10 p.m.</td>
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<tr>
<td>Friday 8 a.m.-10 p.m.</td>
<td>Friday 8 a.m.-4 p.m.</td>
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<tr>
<td>Saturday 10 a.m.-8 p.m.</td>
<td>Saturday 10 a.m.-4 p.m.</td>
</tr>
<tr>
<td>Sunday 11 a.m.-2 a.m.</td>
<td>Sunday 1 p.m.-4 p.m.</td>
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</table>

<table>
<thead>
<tr>
<th>Summer Sessions</th>
<th>Intersession</th>
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</thead>
<tbody>
<tr>
<td>Monday-Thursday 8 a.m.-9 p.m.</td>
<td>Monday-Friday 8 a.m.-4 p.m.</td>
</tr>
<tr>
<td>Friday 8 a.m.-4 p.m.</td>
<td>Special hours for holidays and exam week are posted on the library website and at the front entrance to the library.</td>
</tr>
<tr>
<td>Saturday 9 a.m.-1 p.m.</td>
<td>Use outside book drop (at entrance) to return items when library is closed</td>
</tr>
</tbody>
</table>

Library Telephone Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation (General Information)</td>
<td>410-543-6130</td>
</tr>
<tr>
<td>Research Help</td>
<td>410-548-5988</td>
</tr>
<tr>
<td>Interlibrary Loan</td>
<td>410-543-6077</td>
</tr>
<tr>
<td>Dean of Libraries and Instructional Resources</td>
<td>410-543-6133</td>
</tr>
</tbody>
</table>

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Blackwell Library

[www.salisbury.edu/library](http://www.salisbury.edu/library)

[www.salisbury.edu/library/mobile/](http://www.salisbury.edu/library/mobile/)

Revised: 07/22/13
Finding Resources in the Library

Use the **Quick Search** box on the library homepage to search all of Blackwell Library’s holdings (including articles, books, eBooks, state/federal government documents and media), all USM libraries’ holdings, or worldwide library holdings.

Many articles are available immediately as electronic full-text. Primary source documents, images, statistics and other information may also be located via the **Quick Search** box. Use the **Find Articles**, **Find Books & eBooks**, **Find Journals**, or **Find Databases** buttons to limit your search by material type.

Additional search options are available using the **Catalog** and **Research Port** links located in the sidebar on the library website. Questions? Research Help Desk, online via email or chat, or by telephone at 410-548-5988.

Getting Help with Research

Research help is available during most library hours on a walk-in basis or by telephone at 410-548-5988. Online help is available via chat or e-mail by clicking the **Contact Us** or **Research Help** links on the library home page.

Using Computers in the Library

Community users are welcome to use library computers for research within the guidelines of the Salisbury University Computer Use Policy. Wireless access is available for personal laptops. For a username and password, ask at either service desk.

Printing from Library Computers

Prints are 10 cents per page and must be directed to print to the Circulation Desk. Color prints are also available for 50 cents per page. For more information, ask at either service desk.

Making Copies

Black & white photocopiers are located near the Circulation Desk. Copies cost 10 cents per page. Photocopiers accept coins or your Special Borrower Card. Microform copiers are available in the Reference area.

Document scanners are available near the Circulation Desk, from which you can scan any paper format and save or e-mail the electronic copy for free. Print copies cost 10 cents per page.

Faxing your Documents

A fax machine is available near the Circulation Desk for outgoing faxes and accepts credit or debit cards only. The cost is $1.50 for the first page and $1 for each additional page.

Registering with the Library

In order to borrow books or use Interlibrary Loan, you must be 18 years old, register with the library and obtain a Special Borrowers Card at the Circulation Desk. You may choose one of the following categories:

**Community Borrower** (no annual fee)
- May borrow up to three SU library items.

**Guest Borrower** ($30 annual fee)
- Unlimited borrowing of SU library items.

**Patron Borrower** ($50 annual fee)
- Unlimited borrowing of SU library items and limited ILL.

Borrowing Library Materials

After registering, you must present your Special Borrowers Card to check out materials.

You are responsible for all materials charged on your card. For your protection, you should be present whenever your card is used.

It is your responsibility to notify the Circulation Desk of any changes in your personal information, including your current e-mail address.

Most books are loaned for four weeks and renewals are usually granted.

You may renew materials using the online ‘My Account’ feature on the Library home page, by phone (410-543-6130) or at the Circulation Desk.

Books may be recalled at any time, which will shorten the due date. If not returned by the new due date, special recall fines will apply.